

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2937	Case Officer:	Deborah Lynn
Application Type:	Householder Application		
Proposal:	Proposed garage conversion		
Site:	The Bungalow, 139 Lower Church Road, Burgess Hill, West Sussex, RH15 9AA, , ,		
Validation Date	26 May 2026	Overall Expiry Date:	26 Jun 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	20 Jul 2026
Target Date:	21 Jul 2026	Recommending Officer Signature:	Deborah Lynn

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
--	--	-------------------------------	---

Signed and Agreed By:	Joanne Fisher	Date:	21 Jul 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2937

**The Bungalow, 139 Lower Church Road, Burgess Hill, West Sussex, RH15 9AA, ,
Proposed garage conversion
Mr Tom Hutchin**

SUMMARY OF REPRESENTATIONS

None received.

SUMMARY OF CONSULTEES

Not applicable.

BURGESS HILL TOWN COUNCIL OBSERVATIONS

The Committee of 1st June would Recommend Approval while regretting the loss of a garage.

INTRODUCTION

This application seeks planning permission for a proposed garage conversion.

RELEVANT PLANNING HISTORY

BH/327/88 - Conversion of existing garage into one, one bedroom flat with a garage. Permission granted 15.01.1988.

BH/263/99 - Alterations/extension of existing side office/workshop to form 2 bedroom property in line with lapsed approval BH/327/88. Permission granted 25.01.2000.

03/00867/FUL - Roof extension. Refused 03.07.2003.

SITE AND SURROUNDINGS

The Bungalow is a single storey 2 bed dwelling attached to the western side of no. 139 Lower Church Road which currently serves as a hairdressers, 'The Hair Lounge', with flat (139a) located above.

The Bungalow is a former converted office / workshop and has a tiled hipped roof with facing brickwork to the external walls which have been painted white to the front and rear elevations. The property benefits from an integral single garage with tarmacked access to the front; a generous sized garden lies to the rear.

St. Johns Park lies opposite the site to the north. A terrace of 3 houses adjoins the site to the west with residential properties on Norman Road located to the south.

In terms of planning policy, the site lies within the built up area boundary of Burgess Hill. St Johns conservation area adjoins the site to the north.

APPLICATION DETAILS

Plan show that the existing single garage is proposed to be converted to a living room.

The existing garage door to the front elevation is proposed to be removed and replaced with infill brickwork and a window.

LEGAL FRAMEWORK AND LIST OF POLICIES

Planning legislation holds that the determination of a planning application shall be made in accordance with the Development Plan unless material considerations indicate otherwise.

Using this as the starting point the development plan for this part of Mid Sussex consists of the District Plan, Site Allocation Development Plan Document (DPD) and the Burgess Hill Neighbourhood Plan.

National policy (which is contained in the National Planning Policy Framework and National Planning Policy Guidance) does not form part of the development plan, but is an important material consideration.

Mid Sussex District Plan

The District Plan was adopted at Full Council on 28th March 2018.

Relevant policies:

DP21 transport

DP26 character and design

DP35 conservation areas

Site Allocations DPD

The SADPD was adopted on 29th June 2022. It allocates sufficient housing and employment land to meet identified needs to 2031.

There are no relevant policies.

Burgess Hill Neighbourhood Plan

The Neighbourhood Plan was made on the 28th January 2016.

Relevant policies:

S4 parking standards for new developments

Other Material Considerations

Mid Sussex District Plan 2021 - 2039 - Submission Draft (Regulation 19)

The District Council is reviewing and updating the District Plan. Upon adoption, the new District Plan 2021 - 2039 will replace the current District Plan 2014-2031 and its policies will have full weight. In accordance with the NPPF, Local Planning Authorities may give weight to relevant policies of the emerging plan according to the stage of preparation; the extent to which there are unresolved objections to the relevant policies; and the degree of consistency of the relevant policies in the emerging plan to the NPPF. The draft District Plan 2021-2039 (Regulation 19) is currently at Examination and hearings were concluded on the 19th March 2026. The District Plan remains at Examination until the Inspector has published his report, until that time only minimal weight can be given to the Plan and this planning application has been assessed against the policies of the adopted District Plan.

Relevant policies:

DPS2 sustainable design and construction

DPS6 health and wellbeing

DPB1 character and design

DPB3 conservation areas

DPT4 parking and electric vehicle charging infrastructure

Mid Sussex Design Guide Supplementary Planning Document (SPD)

The Council has adopted a 'Mid Sussex Design Guide' SPD that aims to help deliver high quality development across the district that responds appropriately to its context and is inclusive and sustainable. The Design Guide was adopted by Council on 4th November 2020 as an SPD for use in the consideration and determination of planning applications. The SPD is a material consideration in the determination of planning applications.

National Planning Policy Framework (NPPF) (December 2024)

ASSESSMENT

The main issues deemed relevant to the consideration of this application are:

- Design and impact on character of area
- Parking provision.

Design and impact on character of area

Policy DP26 of the District Plan relates to character and design and requires all proposals, including alterations and extensions, to be well designed and reflect the distinctive character of the towns and villages while being sensitive to the countryside as well as addressing the character and scale of the surrounding buildings and landscape.

As the site adjoins St Johns conservation area, policy DP35 of the District Plan is also relevant. This advises in part that development proposals should *'protect the setting of the conservation area and in particular views into and out of the area.'*

The proposed garage conversion would alter the appearance of the dwelling within the street scene as the existing garage door would be replaced with infill brickwork and a window. The garage door currently takes up a large proportion of the frontage of the property so that just the front door is visible to the side of the garage. As such, the proposed amendments are considered to enhance the appearance of the property within the street scene, creating a more animated frontage that addresses the public realm.

The proposal is therefore considered to protect the setting of St Johns Conservation Area and views into and out of the area.

Subject to condition that external materials match the existing exterior of the dwelling, the proposal is considered acceptable in that it should make a positive contribution to the street scene, creating a sense of place and thereby according with policies DP26 and DP35 of the District Plan.

The proposal is not considered to cause harm to neighbouring amenities.

Parking provision

Policy DP21 of the District Plan relates to Transport and states in part that development proposals should provide 'adequate car parking for the development, taking into account the accessibility of the development, the type, mix and use of the development and the availability and opportunities for public transport; and with the relevant Neighbourhood Plan where applicable.'

Policy S4 of the Neighbourhood Plan states in part that:

'In cases where planning permission is necessary for alterations and extensions to properties support will not be given for the conversion of garage space to habitable rooms/ residential use unless there is adequate space to park cars off street in line with the parking standards.'

A tarmacked area lies to the front of the garage, providing access from Lower Church Road. Plans indicate that this area measures approximately 4.2 metres long by 4.7 metres wide. At 4.2 metres deep, the space is not sufficient to provide 1 off road parking space, as a typical parking space measures 2.4 metres wide by 4.8 metres long. The proposed development would therefore result in no parking provision for the property.

The WSCC car parking demand calculator recommends that a 2 bed dwelling in this location has 2 off road parking spaces.

Whilst the proposal would conflict with policy S4 of the Neighbourhood Plan and would fall short of parking standards, District Plan policy DP21 makes an allowance in this respect, having regard to the accessibility of the property and opportunities for public transport. Given the property's sustainable location just outside the town centre of Burgess Hill where there is access to shops and services and other means of transport, it is not considered that the loss of the garage would represent a highways issue in terms of generating additional on street parking. A stretch of Lower Church Road opposite the site (approx. 175 metres long) is wider, allowing cars to park parallel on the road adjacent to St Johns Park, with more on street parking also available around the park.

In view of the above, it is not considered that the proposal would have a detrimental impact upon highways safety in terms of generating additional on street parking.

The proposal therefore accords with policy DP21 of the District Plan.

Biodiversity Net Gain

Biodiversity net gain is required under a statutory framework introduced by Schedule 7A of the Town and Country Planning Act 1990. This is a householder application within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015. As a householder application this development is exempt from the requirement to provide biodiversity net gain.

PLANNING BALANCE AND CONCLUSION

The proposed development is considered to enhance the appearance of the property within the street scene and should protect the setting of St Johns Conservation Area. The proposal is not considered to be detrimental to highway safety in terms of generating additional on street parking. The proposal therefore accords with policies DP21, DP26 and DP35 of the Mid Sussex District Plan.

Decision: Permission

Case Officer: Deborah Lynn